



DEPARTMENT OF THE AIR FORCE

325TH FIGHTER WING (ACC)
TYNDALL AIR FORCE BASE FLORIDA

MEMORANDUM FOR NEW ARRIVALS TO TYNDALL AFB, FL

FROM: 325 FW/CC

SUBJECT: Temporary Lodging Expense (TLE) Increase to 60 days for Tyndall AFB, FL

1. Effective 12 March 2014, the Per Diem Committee has approved a temporary increase to the number of TLE days members can be reimbursed at Tyndall AFB. Typically, a member is only authorized 10 days of TLE total between old and new permanent duty stations. The temporary increase allows members newly assigned to Tyndall AFB to be reimbursed up to a maximum of 60 total days. This increase is only authorized for Tyndall AFB and duty stations in Panama City, FL. Any TLE claimed at a member's previous station will be deducted from the maximum number available at the extended TLE location. This increase is not retroactive and is only valid from 12 March 2014 - 30 September 2014.
2. Members will claim reimbursement in 10 day increments. Claims should be filed through the PCS In-Processing System (PIPS), which is accessible through the AF Portal. Members are required to provide itemized receipts including all dates being claimed and must split disburse any amount charged to their Government Travel Card (GTC.)
3. My POC for this matter is MSgt Bryan Holloway at 283-8235.

A handwritten signature in black ink, appearing to read "D E Graff", is positioned above the printed name.

DAVID E. GRAFF, Colonel, USAF
Commander